



890510-07

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Programs Instructional Media Division Chapter 2 Section 156 Trinity Ave., S.E., Atlanta, GA. 30303	Application Number	89-047
Application Number		Date Received MAY 10 1989	Date Completed JUN 26 1989
2. Person to Contact Larry Purcell		Working Title Coordinator	Telephone Number 656-2444
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1986		5. Records Series Title (followed by title used in office, if different) Y.B. 6/14/89 LOCAL SCHOOL SYSTEM CHAPTER 2/ECIA APPLICATION CASE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The ECIA Chapter 2 Section is a part of the Instructional Media Division, Office of Instructional Programs. This Section administers the ECIA (Education Consolidation and Improvement Act) Chapter 2 Program for Georgia and provides related advisory/consultative services within the Department of Education and to local educational agencies. Chapter 2 staff are responsible for designing and implementing workshops related to planning, implementing and evaluating Chapter 2 programs and projects. They must interpret laws, rules and regulations, federal and state policies and guidelines and advise administrative personnel on complying with provisions of Chapter 2 law. The Chapter 2 Section is responsible for advising school systems and other educational agencies on conducting self-evaluations and resolving any discrepancies revealed when evaluating project effectiveness. An additional activity within this office is the development of the state plan, funding distribution formulas and guidelines and reviewing Chapter 2 applications to ensure compliance with federal and/or state laws.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering the Chapter 2 Program in Georgia by reviewing and approving Chapter 2 Applications from local school systems and providing related advisory and consultative services. Included are: DE Form 0607 (Application for Chapter 2 Funds) DE Form 0262 (Request for Project Extension), Application Checklist, On-Site Review Forms, DE Form 0261 (Project Completion Form) and related correspondence; Computer reports [summarizing program quantitative data, such as No. of Teachers, No. of Students, Funds Expended, by system] Y.B. 6/14/89  File is arranged: Chronologically by Fiscal Year; thereunder alphabetically by school system			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>Occasionally</u> twenty-five months and older <u>Occasionally</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Total Current Accumulation: 3 1/2 Letter Drawers			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Computer Printout - Annual Quantitative Report
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy of Application filed with LEA-Local System
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? (Quantitative Data, by System)

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                           |                                   |                    |
|--------------------------|---------------------------|-----------------------------------|--------------------|
| a. State Law             | <u>N/A 6/14/89</u> years. | d. Audit period                   | <u>5</u> years.    |
| b. Statute of limitation | <u>5</u> years.           | e. Administrative need            | <u>** 6</u> years. |
| c. Federal law           | <u>5</u> years.           | f. Federal retention instructions | <u>5</u> years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

PL 100-297 (Hawkins-Stafford Elementary and Secondary School Improvement), Amendments of 1988  
PL 97-35 (Education Consolidation Improvement Act of 1981)  
(Federal Regulation)

34 CFR 75.734 requires records to be kept 5 years from Project Completion Date/thus administrative need for files is total of 6 years.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

Y.B. 6/14/89 \*\*\*NOTE\*\* Projects must be completed by end of Fiscal

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Hold in the current files area _____ month(s) <u>3</u> year(s); then | Year/Left-over funds are reimbursed to the Dept. of Education and may be re-issued to the system in the next Fiscal Year for a different project. |
| <input type="checkbox"/> Transfer to local holding area; hold _____ year(s); then                        | (per Larry Purcell/Program Coordinator, 06/14/89)   |
| <input checked="" type="checkbox"/> Transfer to State Records Center; hold <u>2</u> year(s); then        |   |
| <input checked="" type="checkbox"/> Destroy.   |   |
| <input type="checkbox"/> Transfer to State Archives for permanent retention.                             |   |
| <input type="checkbox"/> Other (Specify)   |   |

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>Billy E. Dorman</i>	Date	Records Management Officer (Signature) <i>Yickie Baker</i>	Date 05/01/89
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  89-047		State Records Committee (Signature) State Auditor/Designee <i>W.H. Leuba</i> Secretary of State/Designee <i>Edward Waldon</i> GOVERNOR'S Attorney General/Designee <i>W.H. Ryan</i>	Date 6-26-89 6/19/89 6/21/89